

FIRST AID POLICY

TRAINING REQUIREMENT

Our requirement for FAA in main camp is different than that for SWAT or Trail Rides, because of the proximity of the camp to the Chetwynd Hospital. We are easily within 20 minutes travel time. Our main First Aid kit is basically at an OFA 3 level. Since most of what comes into FA is minor cuts and sprains, our Attendant needs only have basic in-camp training... though we prefer a basic 8 hour course. Since the Attendant is required to be available at all times, should an incident occur that is beyond their level of training, they will call on a camp backup attendant who is in another position. That individual will take First Aid as their priority until the case is complete or forwarded to a higher level of care.

The SWAT Attendant should have a minimum of 34 hours of FA training, and a current certification. Our preference is that the training includes a secure wrap and transport to medical aid.

All camp First Aid Attendants will study the appropriate section(s) of the following...

- BCCA Accreditation Standards
- Sagitawa First Aid Policy
- Appropriate Job Descriptions

All camp First Aid Attendants will be provided with an overview of the FA facility and FA equipment and with a list of the various levels of training and experience held by other on-site staff.

MEDICATIONS AT CAMP

Camp Sagitawa will maintain 3 separate lockers for medications: Campers, Staff, and First Aid Supply. Medications in one locker may not be moved to another without the authorization of the Camp Director. Also meds in the Camper and Staff lockers may only be dispensed to the individual to whom they belong.

Campers

All camper medications and prescriptions (including vitamins, tums, and medicated drops, creams or ointments) are to be handed over to the First Aid Attendant on arrival. They must be in original labeled containers and may only be used for the person to whom they are prescribed. The attendant will secure the medications in the camper first aid locker and dispense them as required.

The exceptions are puffers and epi-pens that may be carried on the camper's person for emergency purposes because response time is critical. In these situations the camper must be trained in the proper use, dose, and when to administer. They should also know not to give it to anyone else, and to inform the First Aid Attendant when it has been used.

Staff

All staff that are under 19 and adult staff living in cabins with minors must hand their medications over to First Aid as well. This includes prescriptions, vitamins, tums, medicated eye drops and medicated creams and ointments. They must be in original labeled containers and may only be used for the person to whom they are prescribed. The attendant will secure the medications in the staff first aid locker and dispense them as required.

The same exceptions that apply to campers also apply to staff. Note that staff who are 19 years and older, who are not living in cabins with minors, have the option to hand their meds over or to keep them locked away in their own residence where they are not accessible to minors.

Camp Supply

Every medication that is stocked in our First Aid room comes with inherent concerns. As a camp we are responsible for every decision made in First Aid, and a greater stock multiplies the risks. Attendants are fallible, and as much as we follow proper procedures and document every decision, we cannot mitigate against all risk. This is especially true when it comes to drugs that have greater long term impacts and which can react very differently to various individuals. Some campers come with mental health complications, or even heart conditions, for example, and are taking carefully monitored prescriptions. A single dose of something as harmless as a cold remedy could be a contraindication, and life threatening.

Therefore, our First Aid room only stocks the four commonly accepted medications for kids and youth: Tylenol, Advil, Benadryl, and Gravol – or their generic equivalent.) Any other medication must be approved by parents prior to being administered.

Our First Aid room will also provide menthol throat lozenges and, for staff, Vitamin C. We will carry a current Epi-pen, but campers or staff with Epi-pen prescriptions should bring their own.

Other supply

Campers or staff may bring their own prescriptions and medications. We will dispense prescriptions according to the wishes of the physician. We will dispense over the counter medications according to the wishes of the parent (for staff and campers under 19) or according to the wishes of the individual (if 19 and over).

DISPENSING MEDICATIONS

Each time medications are dispensed, the attendant must record the date, time and medication on a treatment record. When parents turn meds into the First Aid Attendant, they will have also provided a notice of regularity and times. So when a medication is given before lunch, for example, the Attendant can sign that medication off at the “before lunch” column for that day, thus fulfilling the requirement above.

When dispensing other medications, our attendant will consider the following:

- Any medication not listed as acceptable on the camper form cannot be dispensed without a fully documented phone call to the parent. Documentation is on the treatment record and includes the call home, person called, time, date, purpose, and response.
- Regarding the dispensing of medications in suspension (liquid form):
 - ✓ Our FAA will go by weight only (*use of scale*) when dispensing meds in liquid form to minors.
 - ✓ Dispensing of liquid form meds will be double-checked and documented (initialed) by a second staff.
 - ✓ Always shake liquid in suspension before dispensing.
 - ✓ Second staff is not necessary with meds brought by parent because we are following their instructions.

TREATING FOR INJURY OR SICKNESS

At the beginning of each week all campers are provided with information regarding the location of First Aid and how to find the Attendant. For the protection of the Attendant, campers going to first aid must do so under the supervision of a staff or SEED.

The Attendant must record the applicable information in a First Aid Record after every visit, regardless of how minor the concern. Patient Assessment Charts must be filled out for any case requiring further medical aid.

SEEKING FURTHER MEDICAL AID & NOTIFYING PARENTS

When we have an Advanced First Aid Attendant on site, the regular Attendant need only have a Basic Certificate. Both must be available at all times to offer medical assistance. However, an Advanced Attendant must be called to assist any time the situation calls for treatment above the scope of training of the regular attendant.

Further medical aid is required for cases such as trauma, broken bones, major bleeds, possible head or spinal injury, loss of consciousness, serious breathing problems, infections or any other disorder that is not responding to the regularly accepted practice of treatment. Clinic appointments, trips to the hospital emergency, or calls for an ambulance are to be handled through the discretion of the Advanced Attendant. Any time a camper is taken to a clinic or hospital for treatment, the parents/ guardians will be notified by the Camp as soon as it is possible. If a serious communicable disease or food poisoning occurs, the local Medical Health Officer will also be contacted.

PROCEDURES FOR HANDLING BODY FLUIDS

- Avoid contact with body fluids. Use gloves.
- Disinfect counters and other surfaces with a 10% bleach solution. This will kill both the HIV and hepatitis B virus. Rinse with another disinfecting solution.
- Wash mops and other cleaning equipment with a bleach solution as well. Toss gloves, bandages and other disposable items in a plastic bag which should be tied and incinerated.
- Wash all clothing very well. Bodily fluids of all campers and staff should be treated as if they are positive for HIV.